STUDENT JOB DESCRIPTION

JOB TITLE: Bookstore Assistant

WORK AREA: Bookstore

HOURS: 10-20 per week

TYPICAL WORK HOURS (Check all that apply)

☐ Daytime    ☐ Evening    ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Assisting students in purchasing books and supplies required for class, assisting with receiving and returning books to publishers, continuous cleaning and changing displays to improve the store’s appeal, word processing as requested by supervisor, cash register operations, other duties as needed.

QUALIFICATIONS: Must be dependable and on time, basic computer skills, cash transaction skills, maintain confidentiality, excellent communication and customer service skills with both students and faculty, willing to learn and share new ideas, lift heavy boxes, dress appropriately.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?

☐ Yes    ☐ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: $15.00 per hour

NUMBER OF STUDENTS NEEDED:

☐ 3-4 Academic Year
☐ Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Amy Burdick, Minnesota West
Location: Worthington campus
Phone: 507-372-3414
Email Address: amy.burdick@mnwest.edu